

# Appointment Rescheduling Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that your upcoming appointment scheduled for [Original Date and Time] has been rescheduled to [New Date and Time].

We apologize for any inconvenience this may cause and appreciate your understanding. If the new time does not work for you, please feel free to contact us at [Contact Information] to arrange a more suitable time.

Thank you for your cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]